

1 **ABSTRACT OF THE DISCLOSURE**

2 An office tool assembly has a tool and a hanging cap. The tool is
3 selectively inserted into and held in the hanging cap. A protrusion is moveably
4 mounted on the tool to engage with a through hole defined in the cap to keep the
5 tool from falling out of the hanging cap. A transverse hole is defined in the
6 hanging cap through which a string extends, such that the tool assembly can be
7 hung around a person's neck. Accordingly, a user can conveniently and safely
8 carry the tool assembly to any desired place for use.